

**Instructions for Using the
Model Stormwater Pollution Prevention Plan (SWPPP)
for Auto Salvage operations**

This model Stormwater Pollution Prevention Plan has been prepared for you by the Maine Department of Environmental Protection (“DEP”). This model plan will assist you in complying with requirements of the Stormwater Multi-Sector General Permit. You will need to customize this plan to fit your facility.

- The instruction part of the model plan describes the required elements.
- The examples are suggested responses to the instructions.
- In some cases there may be a choice of two or more options. An “OR” separates the options. Keep the option that is appropriate for your facility or add an option that is appropriate for your facility.
- In many sections, the instructions ask for a list or to complete a table. In each case some options common to municipal highway garages have been included. Adjust each list as necessary to suit your facility.
- You may need to renumber the pages in the Plan.
- You may need to renumber the attachments.
- The site map in Attachment 1 is “read only” – you can’t make changes to the map.
- If you are working from an electronic (computer) file, you can delete all the instructions when your version of the plan is complete.
- If you are using a hard copy, fill in all the blanks and check all the boxes in the lists/tables that are appropriate to your facility. And check the options that are appropriate to your facility.
- **Once your Stormwater Pollution Prevention Plan is complete, keep it available at your facility. Use the plan to assist you in completing the training, inspections and monitoring required by the General Permit. Keep the Plan up to date.**

Questions? Contact

David Ladd Maine DEP
17 State House Station
Augusta, ME 04333-0017
Tel: (207) 287-5404
E-mail: david.ladd@maine.gov

SEVEN PHASES FOR DEVELOPING AND IMPLEMENTING INDUSTRIAL STORMWATER POLLUTION PREVENTION PLANS

PLANNING AND ORGANIZATION

- Form Pollution Prevention Team
- Review other plans



ASSESSMENT PHASE

- Develop a site map
- Inventory and describe exposed materials
- List significant spills and leaks
- Test for non-stormwater discharges
- Evaluate monitoring data
- Summarize pollutant sources and risks

BMP IDENTIFICATION PHASE

- Baseline BMPs
- Select activity and site-specific BMPs

IMPLEMENTATION PHASE

- Implement BMPs
- Train employees



EVALUATION/MONITORING

- Conduct annual site inspection/BMP evaluation
- Conduct recordkeeping and reporting
- Review and revise plan



GENERAL REQUIREMENTS

- Develop schedule
- Obtain required signatures
- Follow plan location and public access requirements
- Modify plan as needed

SPECIAL REQUIREMENTS

- Plan for discharges through MS4s

**Stormwater Pollution Prevention Plan
Auto Salvage Operations**

Facility Name: _____

Facility Address: _____

1. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) OVERVIEW

This Stormwater Pollution Prevention Plan:

- identifies the SWPPP coordinator with a description of the coordinator's duties;
- identifies members of the SWPPP team and lists their responsibilities;
- describes the facility, with information on location and activities, a site map, and a description of the stormwater drainage system;
- identifies potential stormwater contaminants;
- describes stormwater management controls and various structural and non-structural Best Management Practices (BMPs) needed to reduce pollutants in stormwater discharges;
- describes the facility's monitoring plan; and,
- describes the implementation schedule and provisions for amendment of the plan.

2. PLANNING AND ORGANIZATION

2.1. SWPPP Coordinator and Team

Instructions: As part of developing and implementing your facility's pollution prevention plan you should designate an individual or team who will develop, implement and revise the plan. List name, title, phone number and responsibilities of team leader/members. Below are examples of responsibilities. Change or modify for your facility.

Example: This is the member roster and list of responsibilities for the pollution prevention team. The team is responsible for implementing the Stormwater Pollution Prevention Plan.

Leader Donald Davis Office Phone: 465-3490

Title: Owner/Operator Cell Phone or Beeper _____

Responsibilities:

Coordinate all stages of plan development, inspections and implementation; coordinate employee training programs; keep all records and ensure that monitoring and inspection reports are maintained as part of the SWPPP; oversee sampling program. Vehicle prep in "garage" including fluids and refrigerant removal, spill response and vehicle inspections.

Member: Billy Davis Office Phone: _____

Title: Co-Owner/Operator Cell Phone/Beeper # _____

Responsibilities:

Implement the preventive maintenance program; oversee good housekeeping activities; serves as spill response coordinator. Conduct/assist with inspections and training program; conduct and document quarterly visual sampling and comprehensive quarterly inspections. Vehicle prep in "garage". Assist in SWPPP implementation.

Member: Debbie Davis Office Phone: 465-3490

Title: Co-Owner/Operator

Responsibilities: Record Keeping Record Keeping; assist in SWPPP development.

2. PLANNING AND ORGANIZATION

2.1. SWPPP Coordinator and Team

Instructions: As part of developing and implementing your facility's pollution prevention plan you should designate an individual or team who will develop, implement and revise the plan. List name, title, phone number and responsibilities of team leader/members. Below are examples of responsibilities. Change or modify for your facility.

Example: This is the member roster and list of responsibilities for the pollution prevention team. The team is responsible for implementing the Stormwater Pollution Prevention Plan.

Leader _____ Office Phone: _____

Title: _____ Cell Phone or Beeper _____

Responsibilities:

Coordinate all stages of plan development, inspections and implementation; coordinate employee training programs; keep all records and ensure that monitoring and inspection reports are maintained as part of the SWPPP; oversee sampling program. Vehicle prep in "garage" including fluids and refrigerant removal, spill response and vehicle inspections.

Member: _____ Office Phone: _____

Title: _____ Cell Phone/Beeper # _____

Responsibilities:

Implement the preventive maintenance program; oversee good housekeeping activities; serves as spill response coordinator. Conduct/assist with inspections and training program; conduct and document quarterly visual sampling and comprehensive quarterly inspections. Vehicle prep in "garage". Assist in SWPPP implementation.

Member: _____ Office Phone: _____

Title: _____

Responsibilities: Record Keeping Record Keeping; assist in SWPPP development.

ASSESSMENT

3.1. Site Description

Instructions: Show your facility's location on a general location map & include with your SWPPP. Describe activities at your site. Include the following information:

- facility address
- number of acres
- number of buildings & what they are used for
- number and type of vehicles (flatbed truck, forklift, front-end loader, etc.)
- number and location of outfalls (outfalls are point discharges to a surface water, ditch or storm drain)

If the following activities take place at your site, specify in the description:

- removing parts
- draining and storage of fluids (gas, oil, antifreeze, wiper fluids, gear oils, etc.)
- removal and storage of mercury switches
- removal of refrigerants
- parts cleaning
- sand/salt storage
- removal and storage of batteries
- removal of lead tire weights and battery terminals

Example: Davis Garage is located at 121 Smithfield Road in Oakland, Maine. The location map (photo copy of the Maine Atlas; Attachment 1A) and Facility Site Map (Attachment 1) shows the location of the facility and the site layout. The facility covers approximately ten acres, six of which is an active auto salvage operation. There is one 40' X 60' building on the southern end of the property. This is a multi-bay garage with a lift for draining fluids, removing refrigerants and removing parts. Other activities in this building include: storing parts, fluids, batteries, mercury switches, and other materials. A small office is located within this building. Gas is removed from "salvaged" vehicles via a gas buggy, which filters the product so it can be used on site for personal vehicles. Stormwater drainage from this building runs down the driveway and into the Town's ditch (MS4) and eventually into an unnamed stream. A road leads from the garage to a staging area for vehicles waiting to be crushed. This area can store up to 600 vehicles. Vehicles in this area have batteries, mercury switches and all fluids removed. A separate designated area is reserved for vehicles that are not leaking as temporary storage when the influx of vehicles is greater than the "garage" can process for fluid, mercury switch, and battery removal. To provide for drainage on the vehicle storage area the land has been sloped and four outfalls (culverts) have been installed within a berm system. A curtain drain trench was constructed on the upslope side of this area to prevent run-on of stormwater to the vehicle storage area. The outfalls drain to a wetland associated with Martin Stream.

3.2. Site Map

Instructions: Prepare a map of your site including a footprint of all buildings, structures, paved areas, and parking lots. Note impervious areas include gravel roads and parking. This map may be prepared by the facility operator on graph paper with a legend

indicating buildings, scale, roads, parking, spills/leaks, potential pollutant sources, etc. (see General Permit Part IV(F)(2) for a complete list of requirements.) DEP's General Permit also requires that you show the following features on your site map:

- all stormwater outfalls
- drainage area of each stormwater outfall and direction of stormwater flow
- structural stormwater pollution control measures, such as
 - flow diversion structures
 - retention/detention ponds
 - vegetated swales
 - sediment traps
- name of receiving waters (or note discharges to a municipal separate sewer system)
- locations of past spills and chronic leaks
- locations of the following activities where such activities are exposed to precipitation or runoff, including:
 - fueling stations
 - vehicle/equipment washing and maintenance areas
 - area for loading/unloading materials
 - above ground and under ground tanks
 - waste storage and disposal areas, including dumpsters
 - sand/salt piles or storage sheds
 - exposed significant materials
 - other areas (specify)
- location and description of allowable non-stormwater discharges
- location of runoff from adjacent property if it impacts your stormwater
- access roads
- location of material transfer
- location of machinery storage

Example: Attachment 1 is a map of the facility, showing potential sources of pollution.

3.3. Significant Material Inventory

Instructions: Develop an inventory of any materials or activities that are exposed to stormwater. Attachment 2 is a partial list of materials commonly exposed to stormwater. Fill in the ones found at your facility and include any others that you may have. These areas must be identified on the site map.

Incoming Vehicle Inspection Upon arrival at the site, or as soon as feasible thereafter, vehicles must be inspected for leaks. Fluids from leaking vehicles must be drained immediately if this is not possible leaks must be addressed by using drip pans or some other containment method.

Provide a narrative description of methods and locations of storage and disposal areas, materials management practices, treatment practices and any structural and nonstructural control measures.

- Structural practices are fixed equipment such as berms, trenches, detention ponds, grassed swales etc.
- Nonstructural practices may include regularly scheduled actions such as sweeping,

training, spill prevention, and inspections. **Note** DEP is currently updating a BMP manual for auto salvage operations.

Examples of potential pollutants for Auto Salvage operations include:

- Holding areas
- Dismantling areas
- Fluid management area
- Inside parts storage areas
- Outside parts storage areas
- Vehicle storage areas
- Core/scrap piles
- Crushing areas

Example: Materials used by this facility and activities that are exposed to stormwater runoff are listed in Attachment 2.

3.4. Vehicle Wash Water and Wastewater

Instructions: If wastewater from your vehicle or equipment washing operation discharges to a waterway, wetland or municipal storm drain you are required to have a NPDES permit. Attach a copy of your permit. If a permit has not yet been issued, attach a copy of the permit application. If wash water is handled in another manner, describe the disposal method.

Examples: This facility's NDPES permit application for vehicle wash water discharges is attached. See attachment _____. **OR**

The discharge of wash water from vehicles to the storm drain is not allowed. Vehicle washing takes place indoors with wash water discharged to an approved grit separator and holding tank. The holding tank is periodically pumped and transported to a wastewater treatment facility. **OR**

Vehicle washing takes place outdoors in a designated area. Wash water runs off as sheet flow to a vegetated area. No steam cleaning is allowed.

3.5. Spills and Leaks

Instructions: Provide a list of significant spills of oils, toxic or hazardous materials that have occurred in the last 3 years and show on the site map. Also include a list of chronic leaks of oils, toxic or hazardous materials.

It is not required, but is advisable, to use your SWPPP as a means of documenting your response to major and minor spills.

A chronic leak is persistent and without repair can have a significant impact. Chronic leaks from old vehicles and equipment are common. If you do have a spill you must self report the incident to DEP within 2 hours.

Examples: Attachment 3 is a list of significant spills or chronic leaks that have occurred at this facility in the past 3 years. **OR**

There have been no significant spills or chronic leaks at this facility in the past 3 years.

3.6. Non-Stormwater Discharges

Instructions: You must certify that all discharges (eg., outfalls) have been tested or evaluated for the presence of non-stormwater discharges. To certify you must:

- identify potential non-stormwater discharges
- describe the method used and results of any test/evaluation for these discharges
- show locations of outfall or drainage points that were checked during the test/evaluation
- provide the date of the test/evaluation
- describe what you plan to do about them

Go to Section 8 in this plan to certify non-stormwater discharges.

3.7. Allowable Non-Stormwater Discharges

Instructions: Certain sources of non-stormwater are allowable, such as fire hydrants, potable water, compressor condensate, irrigation drainage, landscape watering, pavement washing without detergents, exterior building washing without detergents and uncontaminated groundwater. To be allowable, these non-stormwater sources must be identified in your SWPPP. Identify each allowable non-stormwater source and the location where it is likely to be discharged.

Example: All allowable non-stormwater discharges are identified on the site map.

3.8. Site Summary (Sources of pollution with a high risk of contaminating stormwater)

Site Summary (Sources of pollution with a high risk of contaminating stormwater)

Instructions: This summary is an important piece of the SWPPP and will help you identify the areas, activities and/or materials which pose a high risk of contaminating stormwater. With this information, you can select the most appropriate method to prevent or minimize pollution from these areas. Each area or activity where stormwater pollution is prevented or minimized reduces the size of the SWPPP and the effort needed to implement it. Fluids (gasoline), mercury switch, battery management and parts washing are among the most hazardous materials for auto salvage operations.

The summary must:

- describe activities with a high potential to contaminate stormwater such as vehicle storage, crushing, fluids, mercury switch management as well as battery storage.
- describe any pollutants that may be associated with these activities.

Example: The following areas are potential sources of contamination:

Describe the procedure from bringing a vehicle on site to having vehicles hauled off or crushed on site. This must include the location for removing refrigerants, gas (and all other fluids) batteries and mercury switches from vehicles and where if any crushing operations take place on site.

4. IMPLEMENTATION

This section describes practices that are in place or that will be implemented to control pollutants that have the potential to contaminate stormwater.

4.1. Good Housekeeping

Instructions: Good housekeeping practices are the most effective first step towards preventing pollution in stormwater. Develop a list of good housekeeping practices that have been or will be implemented. The following is a list of good housekeeping practices. Add practices that are appropriate for your facility and delete those that don't apply.

Example: The following is a list of good housekeeping practices followed at this facility:

- Spills are immediately cleaned up with an absorbent material. (See Spill Prevention and Response Procedures in Section 4.7)
- All fluid products and wastes are kept indoors, or in sealed containers.
- Waste oil stored in drums outside are kept closed except when filling, or is used for fuel for a waste oil furnace.
- Used antifreeze is kept in a covered container.
- All changing of fluids is done indoors in the maintenance garage, or on a concrete pad or on a raised stand with a six mil. Poly liner to capture drips or spills. Use absorbent pads, kitty litter, or *speedi-dri* to clean up spills and leaks.

The following is a list of good housekeeping practices that will be implemented, along with expected date of implementation, at this facility.

- Within 30 days, liquid and dry material storage will be relocated to an indoor area with proper containment and separation of potentially volatile materials.
- Within 30 days, spigots/funnels will be used to minimize drips/leaks.
- Within 30 days, drip pans will be used when changing fluids.
- Within 60 days, all above ground tanks will have secondary containment.

4.2. Preventive Maintenance

Instructions: Develop a preventive maintenance program that involves inspections and maintenance of stormwater management controls and routine inspections of facility operations to detect faulty equipment. Equipment, such as tanks, containers and drums, should be checked regularly for signs of deterioration. The following is a list of preventive maintenance measures. Add measures that are appropriate for your facility and delete those that don't apply.

Example: The following is a list of preventive maintenance procedures practiced at this facility:

- Inspect all incoming vehicles
- This facility has a written spill prevention and response policy
- All staff are aware of spill prevention and response procedures
- Spill response equipment is located at all potential spill areas.
- All vehicle fluids draining is done inside and waste fluids are kept inside and are properly stored in sealed and labeled containers.
- All batteries are stored inside and are properly disposed of weekly.
- Catch basins and sediment chambers are checked and cleaned as needed.
- Drainage swales are kept clear.
- Settling basins are cleaned out as necessary.

- Other segments of the storm drain system. Please specify: _____
- Underground/above ground storage tank filling areas are inspected regularly for signs of spills.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Outdoor drum and storage tank containment areas are checked for leaks.
- Uncontaminated stormwater in containment areas is kept to a minimum.
- Other testing and maintenance of equipment and systems. Please specify.

The following is a list of preventive maintenance measures that will be implemented and the date by which they will be implemented.

- Within 30 days, begin regular inspections of the fueling area for signs of spills or leaks and proper labeling. Hoses and fittings will also be regularly inspected.
- Within 30 days, begin regular inspections of above ground storage tanks for signs of corrosion or leaks.
- Within 30 days, all materials, waste storage areas, drains, tanks and cans will be properly labeled.

4.3. Best Management Practices (BMPs)

Instructions: List the BMPs that have been/will be implemented (along with date of implementation) to control the discharge of pollutants in stormwater runoff from the areas/activities identified in the Site Summary (Section 3.8)

Example: The following is a list of existing and planned Best Management Practices. When implemented, the BMPs will prevent or reduce the discharge of potential pollutants in stormwater runoff for each area of concern listed in the Site Summary (Section 3.8).

Vehicle loading and unloading areas. To prevent or reduce the potential of stormwater contamination in the loading and unloading areas, the following BMPs will be implemented.

- Loading and unloading are done inside where possible or on a concrete pad when possible.
- Hazardous materials that are in easily ripped or breakable containers (such as bags, plastic pails) are not loaded or unloaded outside when it rains.
- A staff member is present during loading and unloading operations.
- When drums are being handled, the storm sewer is covered to help contain potential spills.
- Within 30 days, an emergency spill kit will be placed in the area where fluids are drained.
- Develop a plan to Within 60 days, a roof will be constructed over the loading area **or** loading/unloading will take place inside.

Outdoor storage

- Diesel fuel tank. This above ground tank has secondary containment capable of holding the entire contents of the tank. There is also a roof over the tank.
- A member of the spill response team is on hand at all times during filling.
- Gasoline tank. A member of the spill response team is on hand at all times during filling.

- Scrap metal. All scrap metal is cleaned of hazardous materials prior to storage on the scrap metal pile. Salvage vehicles have fluids removed prior to “long term” (10 days or more) storage.
- Dumpster lid is closed except when in use.

4.4. Sediment and Erosion Control

Instructions: List below any potential areas for erosion (including sand piles or unpaved areas of the property) and the controls that will be used to prevent erosion (seeding of bare slopes, filling muddy lots with gravel, etc.).

Examples: There are no potential areas for erosion on this site. **OR**

Below is a list of potential erosion areas and measures to prevent erosion.

- Potential source of erosion: Slopes of access road and perimeter of the site.
- Management practice(s) to prevent erosion: Seed unvegetated areas. Stabilize sloped areas.
- Potential source of erosion: Most of the yard is sand and gravel.
- Management practice(s) to prevent erosion: Have rip-rap and sediment trap at stormwater discharge points.

4.5. Management of Stormwater Runoff

Instructions: List below any runoff management practices other than source control used at the facility. Include any from the list below that are appropriate to your facility, delete any which are not and add any others that you may have. Add any necessary descriptions or qualifications to the practices listed (for example, if the practice only affects a portion of your site).

Example: The following management practices for runoff are used at this facility.

- Drainage outfalls discharge to riprap pads.
- Runoff from the site goes to a detention or retention basin.
- Runoff from the site goes to dry wells.
- Impervious areas have no curbs in order to encourage sheet flow runoff to vegetative areas.
- Biofilter/bioremediation is used to treat runoff.
- Other

4.6. Spill Prevention and Response

Instructions: Attach a copy of any Spill Prevention and Response Procedures you have for tanks, fuel pumps, or hazardous materials. List any procedures that apply to specific locations or materials at your facility.

Example: Loading/unloading area:

- Spill response equipment is kept (where) and includes (what, example speedi-dri, booms, etc.) . All personnel are instructed in its location and use.
- The pollution prevention team leader or the spill coordinator will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill is large or threatens surface waters, including storm drains, state or federal emergency response agencies will be called.(800-482-0777)

- Spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit. Additional dikes will be constructed to protect swales or other stormwater conveyances of streams. A cover or dike will protect any other stormwater structures such as catch basins.

4.7. Employee Training

Instructions: A stormwater pollution prevention employee training program must be developed. The training must cover such topics as spill prevention and response, good housekeeping, and materials management practices. Keep the attendance sheet with this plan. Attachment 7 is a sample attendance sheet for the employee training session(s). Stormwater training can be combined with other training such as health, safety or emergency response. You may already conduct training, such as hazardous materials handling or MSDS, that could fulfill parts of this requirement.

Example: The topics below will be covered at employee training sessions. All employees will be trained annually. (Specify the topics here.)

Pollution prevention team members will meet at least twice a year to discuss the effectiveness of and improvements to the Plan.

5. EVALUATION

5.1. Quarterly Visual Monitoring

Instructions: Every quarter you must **visually** examine the stormwater discharges at each outfall at your facility. The visual examination must be made during daylight hours and within 30 minutes after stormwater begins to runoff. Document observed contamination/problems with date and time. Determine the source of contamination and take action to eliminate it. A sample quarterly monitoring log is shown in Attachment 4.

5.2. Quarterly Site Inspections (Comprehensive Site Compliance Evaluation)

Instructions: You must **inspect** your entire facility at least **four times a year**. You must inspect for evidence of pollution, evaluate BMPs that have been implemented, and inspect equipment. The site inspection report must include date of inspection, name of personnel conducting the inspection, observations, assessment of BMP's, corrective actions taken, and a signed certification.

Instructions: You must include this information in a Compliance Evaluation Report. Keep the Report with your SWPPP. Both the Evaluation Report and any reports of follow-up action must be certified. Certification language: "This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete." Remember to sign and date the certification.

5.3. Recordkeeping and Reporting

Instructions: Your facility must maintain records of spills, leaks, inspections and maintenance activities for at least one year after the permit expires.

Example: Records described in this SWPPP will be retained on site for at least three (3) years from the date permit coverage expires or is terminated. These records will be made available to state or federal inspectors

upon request. Additionally, employee training records shall also be maintained.

5.4. Plan Revisions

Instructions: Changes in a facility’s layout or operations require changes in the Stormwater Pollution Prevention Plan. Describe how changes/revisions to the SWPPP will be made.

Example: If this facility expands its operations, or changes any significant material handling or storage practices which could impact stormwater, this SWPPP will be amended. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures.

This Plan will also be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

6. CERTIFICATIONS

Instructions: Your certifications must be signed by an “authorized representative,” someone who is at or near the top of your facility’s management chain who has the authority to sign and certify this type of document. Modify the certifications as needed.

Instructions: This page include certifications for your:

- Non-Stormwater Discharges
- Stormwater Pollution Prevention Plan

Non-Stormwater Discharges

All stormwater outfalls to surface waters at this facility have been evaluated and found to be free of non-stormwater discharges.

OR

With the exception of runoff from our salt storage area, all stormwater outfalls to surface waters at this facility have been evaluated and found to be free of non-stormwater discharges.

Stormwater Pollution Prevention Plan

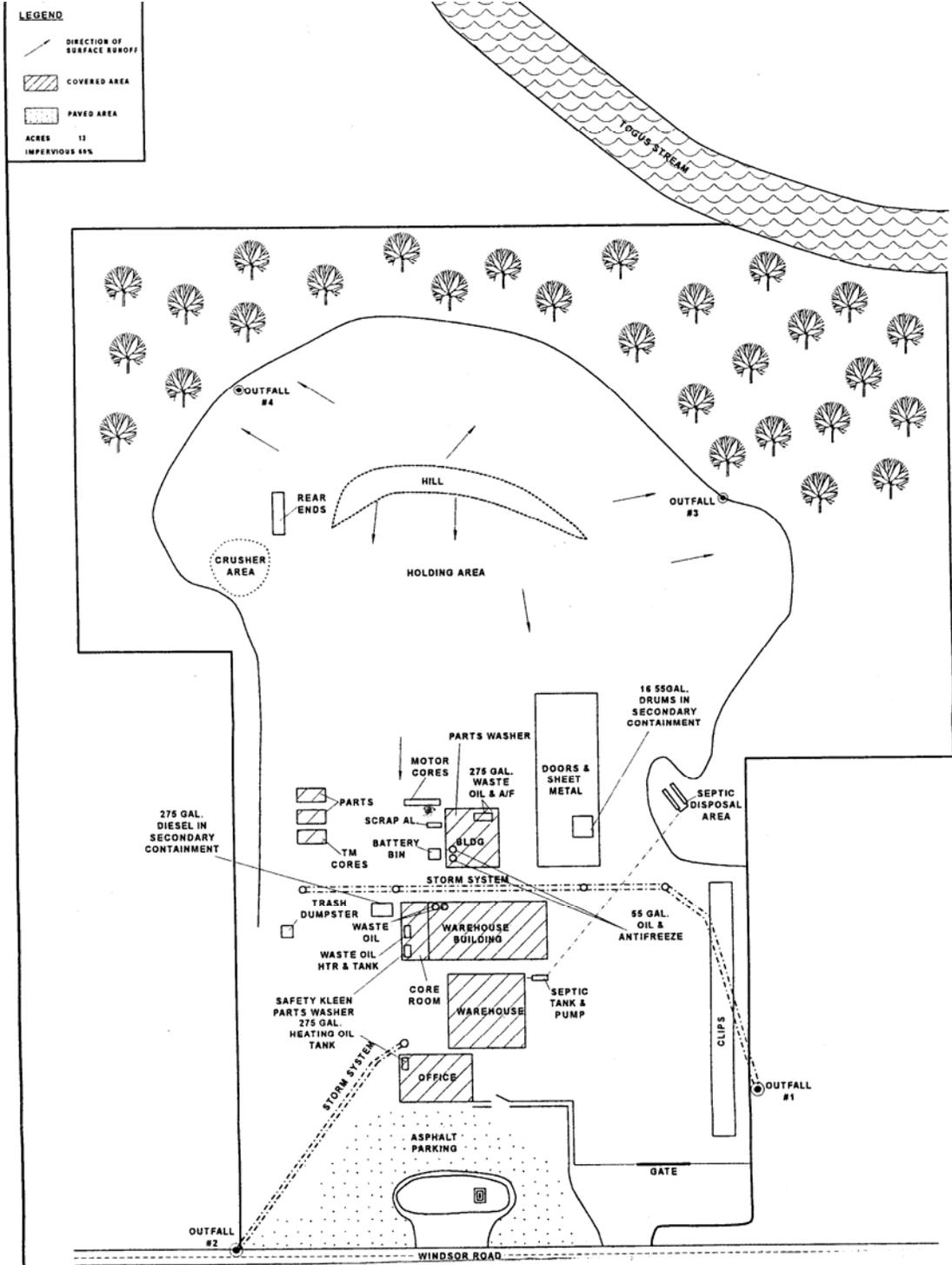
This Stormwater Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.

Name

Title

Date

Attachment 1 - Site Map



Attachment 2 SWPPP Material Inventory

Instructions: Develop an inventory of any materials or activities that are exposed to stormwater. This attachment is a partial list of materials commonly exposed to stormwater. Fill in the ones found at your facility. Include any others that you may have. These areas must be identified on the site map. Make sure you fill in the columns.

Material or Significant Areas of the Facility	Exposed Materials or Potential Sources	Potential Stormwater Pollutants	Quantity Exposed (approx.)	Likelihood of Contact with Stormwater (Low/Medium/High)	Methods used to store/handle/process	Risk of Release
Holding Area(s)	Vehicles with fluids & batteries	Oil, Grease, Assorted Fluids, Metals, Total Suspended Solids	20 vehicles		Newly arrived vehicles are stored with hoods down over native soil	High
Dismantling Area(s)	Vehicles being dismantled	Oil, Grease, Assorted Fluids, Metals	1 done inside garage		Dismantling is performed inside over a concrete pad	Low
Fluid Management Area(s)	Fluid storage tanks and drums	Used oil, transmission fluid, brake fluid, anti-freeze, gas, diesel and waste oil for furnace	1 - 55 gal. Drum for transmission fluid 250 gal. Gas buggy for gasoline		Used fluids are stored in sealed containers inside the garage All fluids are stored with secondary containment	Medium
Inside Parts Storage Area(s)		Oil, grease, metals	Moderate			Low
Outside Parts Storage Area(s)	Doors, Clips, Sheet Metal	Oil, grease, metals, total suspended solids	Moderate		Parts stored on ground	Low

Attachment 2 - continued
SWPPP Material Inventory

Vehicle Storage Area(s)	Vehicle carcasses	Oil, grease, assorted fluids, metals, total suspended solids	350	Vehicles are staged in rows over native soil		Low - Medium
Parts Washing & Pressure Washing Area(s)		Oil, grease, assorted fluids, metals, total suspended solids	Moderate	Cores are stored inside trailers or buses, scrap is stored in containers or pick-up truck beds		Medium
Core/Scrap Piles	Core motors, Transmissions, Radiators, Scrap Aluminum	Oil, grease, metals, total suspended solids	Moderate	Cores are stored inside trailers in barrels or bins, scrap is stored in various other containers		Medium
Crushing Area(s)	Vehicle Carcasses	Oil, grease, metals, total suspended solids	600 vehicles a year	Crushing is performed by a mobile crusher over native soil		Low - High

Completed by: _____

Title: _____

Date: _____

Attachment 3 List of Significant Spills and Chronic Leaks

Instructions: List significant spills of oils, toxic or hazardous materials that have occurred in the last 3 years. Show these areas on the site map.

Date	Spill	Leak	Source	Description			Response Procedures	Measures Taken to Prevent Recurrence
	(check one)			Type of Material	Quantity	Reason		
4/21/04	X		Front end loader hydraulic hose	hydraulic fluid	2 gallons	blown hose	removed contaminated soil call DEP for additional instruction	spill kit kept in vehicle inspect hoses & seals, perform routine maintenance
		X	Flat-bed truck	motor oil	n/a	engine seal	absorbent used to clean up spill	absorbents will be used until engine seal is replaced
			Fork lift	gasoline	1 gallon	Fuel line	Removed contaminated soil; call DEP	

Completed by: _____

Title: _____

Date: _____

Attachment 4
Sample Quarterly Visual Monitoring Inspection Log
for Stormwater Pollution

Instructions: Every quarter you must visually inspect stormwater outfalls at your facility. This attachment is a sample monitoring log.

Date	Time	Outfall Number or Description	Weather Conditions	Observations (contaminants observed/ erosion/sediment runoff)	Probable Source of Any Observed Contamination	Action Taken to Prevent in Future
7/05/03	10 am	02 03	rain rain	no stormwater observed no stormwater observed	n/a n/a	n/a n/a
10/15/05	0630	02 02	Rain	Cloudy water sheen	Sediment from holding area Oils from vehicles	Installed veg. buffer Inspected vehicles located leak-used drip pan

Completed by: _____

Title: _____

Date: _____

Attachment 5 Visual Wet Weather Observation

Inches of Rain _____

Time since last measurable rain _____ hours or days (72 hr. minimum)

What did you see	Description	Potential Source	Corrective Action
Material floating on the water			
Solids settling to the bottom of container			
Solids suspended in the water			
Oil or grease			
Discoloration of the water			
Turbidity (is it cloudy or clear)			
Foam or suds			
Odor (gas, oil, antifreeze)			
Other conditions			

Completed by: _____

Title: _____

Date: _____

REFRIGERANT RECOVERY LOG

**DAVIS GARAGE
OAKLAND, MAINE**

CERTIFIED TECHNICIAN:

DEP APPROVED EQUIPMENT:

VIN Number	Type of Refrigerant R12 or R134a	Date Recovered	Initials	Recycled or Reclaimed	Name of Reclamation Center

What Else Do You Need To Know?

Title 30-A M.R.S.A. §3754-A

All fluids, refrigerant, batteries and mercury switches must be removed from appliances and all vehicles unable to be driven under their own power within 180 days of acquisition. Motor vehicles, appliances and other items on the premises prior to October 1, 2005, must have all fluids, refrigerant, batteries and mercury switches removed by January 1, 2007.

After October 30, 2005, municipal officers or county commissioners may reject an application for an automobile graveyard or auto recycling business if the applicant has not demonstrated that:

- A Notice of Intent has been filed with DEP to comply with stormwater provisions
- The DEP has determined that a stormwater discharge permit is not required

Our web address

- www.mainedep.com
- Click on the multi-sector stormwater link
- Click on the text of general permit link

For Mercury containers call Enid Mitnik 287-8556